

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

September 17, 2007

**CALL TO PODIUM:**

**Fred Felton**  
**Assistant City Manager**

**RESPONSIBLE STAFF:**

**Fred Felton**  
**Assistant City Manager**

**AGENDA ITEM:**

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input checked="" type="checkbox"/>	Other: <b>From Staff</b>

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Guidance on a Memorandum Dated September 14, 2007  
Concerning Use of CBDG Funds at the Casey Community  
Center

**SUPPORTING BACKGROUND:**

Staff will be seeking guidance on the attached memorandum.

**DESIRED OUTCOME:**

**Provide guidance to staff.**

MEMORANDUM TO: Mayor and City Council

VIA: David B. Humpton, City Manager

FROM: Frederick J. Felton, Assistant City Manager

DATE: September 14, 2007

SUBJECT: Use of CBDG Funds for Casey Community Center

As indicated in City Manager Humpton's memorandum dated August 2, 2007, the City will be expending approximately \$60,000 in the near future to address code related issues at the Casey Community Center.

During the course of a recent meeting to discuss the proposed use of Community Block Development Grant (CBDG) funds, staff considered commissioning a study to determine the feasibility of expanding the Casey Community Center to have more usable program space, but we determined that it was unlikely that a consultant would come up with a viable plan to provide for additional program space. However, staff did note that the Casey Community Center would benefit greatly from interior renovations and developed the attached scope of services at the estimated costs of \$317,000 (including the previously earmarked \$60,000 for code compliance issues).

While renovations to the Casey Community Center were not proposed or included in the FY 08 budget, the City has CBDG funds available from other projects that are not ready to move forward at this time, and renovations to the Casey Community Center would qualify for the use of these funds. In addition, 1.7 million dollars of the funds we expect to receive this winter from the sale of the East Diamond Avenue Youth Center will have to be expended in accordance with CBDG restrictions.

If the Mayor and City Council concur that the proposed renovations to the Casey Community Center is a good use of these funds, staff will move forward with an RFP for the project and return to the Mayor and City Council in the near future with a Resolution.

I will be seeking guidance on this issue during the September 17, 2007 Mayor and Council meeting. In the meantime, please feel free to contact me if you have any questions or wish to discuss.

FJF/ms  
Attachment

## **Casey Community Center Interior Renovation Project**

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**Scope:** This project is provided to upgrade the interior spaces and toilet room facilities on the first floor of Casey Community Center. Improvements may include painting, replacing ceiling grid, lighting upgrades, and installation of a new dishwasher. A detailed work scope is provided below:

### **1) Door Replacement Project**

- a. Replace and/or install seven (7) doors. Install proper panic hardware and door closers where required. Install panic hardware on eight (8) existing doors.

### **2) Fire Rated Vestibules**

- a. Design and construct fire rated door assembly and rated barrier for apartment egress, for relocation of toilet room door into Room D, and installation of magnetic door devices to be activated by a single smoke device.

### **3) Painting**

- a. Paint the following areas with low VOC paint: Room A, Room B/C, Room D, corridors, and stairwells. Replace or paint wainscot in Room B/C.

### **4) Upgrade light fixtures**

- a. Replace existing florescent lights with energy efficient lights in Room B/C, kitchen, and Room D. Other upgrades TBD by A/E.

### **5) Replace Flooring**

- a. Replace old VCT flooring with new in Room A, Room B/C, and Room E. Budget permitting, replace Kitchen floor.

### **6) Replace Ceiling Grid/Tile**

- a. Replace ceiling grid and tile in Room B/C and Room D

### **7) Renovate Toilet Rooms**

- a. Renovate toilet rooms near Room D, Room B/C, and second floor. Create wider door openings where possible, install new toilet partitions and tile, install new sinks and counter tops, and paint. Relocate door to toilet room outside Room D.

**Schedule:** Complete design and specifications no later than November 15, 2007. Bid project for thirty (30) days. Receive contract award approval at the City Council January 7, 2008 meeting. Complete work no later than March 31, 2007.

**Budget:** The project will be funded in large part by CDBG funds and will be supplemented by the Casey Community Center CIP. The final budget will be determined after A/E is hired to evaluate work and funding sources are confirmed to be accurate. A preliminary budget breakdown is listed below:

**Funding Sources**

CDBG Funds:	\$234,000
CIP Funds:	<u>\$83,000</u>
Total:	\$317,000

**Expenditures**

Design:	\$32,000
Construction:	\$265,000
Contingency:	<u>\$20,000</u>
Total:	\$317,000